

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 24, 2009

LEAVE ACCOUNTING LETTER #09-009
(CSU Only)

TO: All Campuses in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF RESET**

This is to inform you that the unused balances for Holiday Informal Time Off (HI) will be reset to zero for the July 2009 leave period for all campuses requesting this service. Begin Balance transactions (HI24) will be posted with a zero amount on July 20, 2009.

The following campuses participated in July 2008 and are currently scheduled to participate in 2009:

- Bakersfield
- California Maritime Academy
- Channel Islands
- Los Angeles

If your campus wishes to be added to or removed from the automatic reset process, please call the CLAS Liaison at (916) 327-0756 by July 6, 2009.

DS:TW:CLAS